

# JOB DESCRIPTION

## Finance Manager *(Edinburgh)*

<b>Closing Date:</b>	Monday 27th January 2020, midday
<b>Contract Details:</b>	Permanent Part-Time, 22.5hrs up to 30hrs per week (in agreement with postholder) £27,852 to £30,337 per annum (pro rata) and dependent on experience

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January 2020

Dear Applicant,

Thank you for your interest in working for LGBT Youth Scotland. You are applying for an important role which will ensure the efficient management and administration of the charity's finances. Your work will contribute towards our vision that 'Scotland is the best place to grow up for lesbian, gay, bisexual, transgender and intersex young people.'

Our mission is to play a leading role in the provision of quality youth work to LGBTI young people that promotes their health and wellbeing, and to be a valued and influential partner in LGBTI equality and human rights. We suggest that before you complete your application form that you visit our website at [www.lgbtyouth.org.uk](http://www.lgbtyouth.org.uk) where you can view the many aspects of our work.

Our values are:

- ➔ To promote equality and human rights
- ➔ To take a community learning and development (CLD) approach
- ➔ To be reflective, accountable and ensure quality in what we do
- ➔ To be innovative and fun.

Our team is hard working, collaborative and enthusiastic about 'making a difference' in a respectful way to the lives of young people, their families and professionals around Scotland. We are very much committed to being a good employer and investing in our team.

LGBT Youth Scotland's activity is grouped into four themed internal areas of work; Youth Work, National Programmes, Resources and Development, and Operations. This role will be pivotal in the operation of the charity.

The Charity typically has an income of circa £1.2 million. The national remit of the Charity means that it has a high number of funding streams covering both short and longer term programmes, and from both restricted and unrestricted sources. The post holder will be expected to manage a complex set of accounts and we're looking for someone who has experience of managing accounts with multiple funding sources and a good knowledge of charitable VAT accounting. QuickBooks software is currently used to manage and administer the Charity's finances.

The results of our annual audits show that the Charity's finances are well managed and administered. We are looking for a Finance Manager who can maintain this

positive record, build on the processes already in place, and provide leadership and guidance on the finances at different levels within the Charity.

This role has become available as the current Finance Manager is moving on to pastures new after nearly 7.5 years of service with the charity. The successful candidate will be welcomed onto a small, positive and hardworking team.

We look forward to receiving your application.

**Michelle Sodo**

**Head of Operations**

## Background Information

### Conditions

- ➔ **Job Title:** Finance Manager
- ➔ **Contract:** Permanent
- ➔ **Pay:** £27,852-£30,337 per annum (pro rata), dependent on experience
- ➔ **Location:** Edinburgh, with occasional travel
- ➔ **Hours:** Part-time, 22.5 up to 30 hrs per week, in agreement with postholder
- ➔ **Probation:** 6 months
- ➔ **Pension:** Auto-enrolment with TPT Solutions' Flexible Retirement Plan  
(currently with a 4% employer and 4% employee contribution rate)

### Who can apply?

If you think that you fit the job description and can deliver the remit, then we would like to hear from you. We encourage all sections of society to apply. We are committed to promoting human rights and the dignity of each human being, including equality of opportunity inclusive of sexual orientation, gender or transgender identity, age, race, disability, religion or belief and socio-economic status. We work to ensure that our services are accessible and young people's experience and outcomes are positive and that there is an inclusive working environment for all staff and volunteers.

This post does not involve direct work with young people however you will still be required to undergo a basic disclosure check through Disclosure Scotland if successful at interview. We will process this for you. Employment will be confirmed after successful completion of this and any other necessary checks including references.

### How to apply:

Visit [www.lgbtyouth.org.uk/jobs/vacancies](http://www.lgbtyouth.org.uk/jobs/vacancies) and fill in the online application form for your chosen job. If you want to help us make LGBT Youth Scotland a diverse organisation then please also fill in the equal opportunities monitoring form which is kept separately from your application form and is not used as part of the short-listing process. Please e-mail [helpdesk@lgbtyouth.org.uk](mailto:helpdesk@lgbtyouth.org.uk) if you need the application form in an alternative format including large print.

### For more information or guidance on this position contact:

- ➔ [michelle.sodo@lgbtyouth.org.uk](mailto:michelle.sodo@lgbtyouth.org.uk)

## ROLE PROFILE

<b>Role Title:</b> Finance Manager	<b>Team:</b> Operations	
<b>Pay:</b> £27,852-£30,337 ( <i>pro rata</i> ), dependent on experience <b>Hours:</b> Part-Time, 22.5hrs up to 30hrs per week <b>Location:</b> Based in Edinburgh	<b>Reports to:</b> Head of Operations	<b>Agreed by:</b> Michelle Sodo <b>Date:</b> 9 <sup>th</sup> January 2019
<b>Core Purpose of the Role:</b> <ul style="list-style-type: none"> <li>➔ To be responsible for and effectively manage, the day to day financial operations of the charity, ensuring compliance with applicable regulations, policies and controls</li> <li>➔ To provide effective financial management information and strategic financial advice to the National Board, Chief Executive and Leadership Team</li> <li>➔ To provide financial input and support to budget managers when applying /or reporting to funders; working in partnership with budget managers</li> </ul>		

<b>Principal Responsibilities:</b> <p><b>Governance</b></p> <ul style="list-style-type: none"> <li>➔ To organise the quarterly Resources &amp; Governance Committee meetings, preparing and presenting the key financial reports to a small group of Trustees with the support of the Head of Operations and Chief Executive</li> <li>➔ To provide verbal and written financial reports as may be required by the Chief Executive, Head of Operations or Treasurer</li> <li>➔ To annually review the finance policy and processes, providing recommended changes, ensuring they are fit for purpose</li> <li>➔ To provide recommendations regarding changes to the regulatory and legislative landscape to the Head of Operations and Chief Executive; mitigating any impacts to the charity.</li> </ul> <p><b>Management Accounting &amp; Reporting</b></p> <ul style="list-style-type: none"> <li>➔ To provide monthly management accounts to the Leadership Team, budget holders and National Board</li> <li>➔ To manage the financial aspects of the funding application and reporting process in liaison with budget holders</li> <li>➔ To provide recommendations on improving efficiencies and reducing costs</li> </ul> <p><b>Budget Management</b></p> <ul style="list-style-type: none"> <li>➔ To lead on and manage the creation of the Charity's annual budget in partnership with local budget holders and the Leadership Team</li> <li>➔ To manage the budget and forecasting process through providing timely and accurate financial information, advice and guidance to budget holders</li> <li>➔ To review spending against budget through scheduled budget meetings with local budget holders; ensuring postings are accurate and advising managers</li> </ul> <p><b>People Management</b></p> <ul style="list-style-type: none"> <li>➔ To provide budget management training to budget holders and support to budget holders when required</li> <li>➔ To provide line management to a part-time Business Support Officer who will support the postholder in the day to day administration of the finances and support of the local office</li> <li>➔</li> </ul>
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#### **Bookkeeping**

- ➔ To manage and administer the day to day finances of the Charity with the support of a part-time Business Support Officer and in partnership with budget holders
  - ➔ Tasks will include all aspects of bookkeeping; maintenance of the sales and purchase ledgers, the organisation's financial record keeping, salary journals, managing and monitoring of the aged creditors and debtors
- ➔ To oversee cash flow including monitoring of the bank account and reconciliation of the accounts on a monthly basis
- ➔ To manage the banking of income and petty cash tins
- ➔ To routinely present bills and expenses for authorisation and payment by the Head of Operations & Chief Executive

#### **Payroll & Pensions**

- ➔ To prepare a monthly payroll submission, liaising with external payroll services to ensure payroll is accurate and processed in a timely manner
- ➔ To submit monthly pension contribution information to the pensions provider and maintain the pension records so they are accurate and up to date

#### **Audit**

- ➔ To prepare the annual audit file and associated paperwork
- ➔ To manage the annual audit; liaising with the auditors and providing them with requested information to allow them to prepare the final accounts

#### **VAT**

- ➔ To prepare and submit the charity's VAT returns by the deadlines required
- ➔ To manage and administer VAT in relation to the daily transactions on QuickBooks

#### **General Duties**

- ➔ To attend occasional national staff & volunteer events, regular supervision meetings and other meetings as required
- ➔ To carry out such other duties which may be required and which are commensurate with the post.

## CANDIDATE SPECIFICATION

	Essential	Desirable
<b>Education &amp; Qualification</b>	<ul style="list-style-type: none"> <li>➔ Educated to degree level in a relevant subject or with equivalent experience</li> <li>➔ Higher grade or equivalent level Mathematics</li> <li>➔ Part Qualified accountant</li> </ul>	<ul style="list-style-type: none"> <li>➔ Qualified accountant</li> </ul>
<b>Experience, Knowledge and Expertise</b>	<ul style="list-style-type: none"> <li>➔ A minimum of 3 years' working experience in a complex charity accounting environment</li> <li>➔ Proven experience and knowledge around the administration, management and reporting of Charitable VAT</li> <li>➔ Proven experience in the use of accounting software</li> <li>➔ Knowledge and experience in full cost recovery methods</li> <li>➔ Ability to create key financial reports</li> <li>➔ Knowledge of the third sector financial environment</li> <li>➔ A high level of proficiency in Microsoft Excel</li> </ul>	<ul style="list-style-type: none"> <li>➔ Experience in the use of QuickBooks</li> <li>➔ Experience of providing line management</li> <li>➔ Experience of creating draft year end accounts</li> </ul>

Critical Personal Attributes	
<b>Delivering results</b>	<ul style="list-style-type: none"> <li>➔ Highly organised with a commitment to effective planning</li> <li>➔ Conscientious approach to meeting deadlines and delivery of work to meet the needs of all internal and external stakeholders</li> <li>➔ Ability to multi-task</li> </ul>
<b>Personal effectiveness</b>	<ul style="list-style-type: none"> <li>➔ Ability to communicate complex information to a variety of stakeholders using appropriate methods</li> <li>➔ A sound work ethic</li> <li>➔ Ability to work independently and use initiative to develop the financial systems and processes within the Organisation</li> <li>➔ Commitment to continual professional development</li> </ul>
<b>Person centred</b>	<ul style="list-style-type: none"> <li>➔ A good team player who has a positive and solution-focused mindset</li> <li>➔ Comfortable and confident in constructively challenging where necessary</li> </ul>
<b>Working practices</b>	<ul style="list-style-type: none"> <li>➔ Shows leadership in their approach to work and management, in theory and in practice</li> <li>➔ Pro-active in working towards system and process development and continuous performance improvement</li> </ul>